



CITY OF CHANDLER NEIGHBORHOOD PROGRAMS

NEIGHBORHOOD MATCHING GRANT PROGRAM



City of Chandler

Neighborhood Programs
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A COMPETITIVE GRANTS PROGRAM AWARDED
BY THE CITY OF CHANDLER TO ENCOURAGE
RESIDENTS TO INITIATE AND PARTICIPATE
IN AN IMPROVEMENT PROJECT IN THEIR
NEIGHBORHOOD.

2004

Neighborhood Matching Grant Timeline

Grant Seeker Orientation Workshop	Grant Proposals Due Dates	Grant Advisory Committee Review	Neighborhood Advisory Committee Review	City Council Review	Award Notification
June 26, 2004	July 23, 2004	August 3, 2004	August 10, 2004	August 26, 2004	August 27, 2004
October 2, 2004	October 22, 2004	November 2, 2004	November 9, 2004	December 9, 2004	December 10, 2004

General Instructions

Neighborhood groups wishing to apply for funding should contact Neighborhood Programs by calling 480-782-3214.

The Grant Seeker Orientation Workshops scheduled for **June 26, 2004** at 10 a.m. will be held at **215 E. Buffalo Street** in the South Atrium Conference Room. To register for the orientation, please call 480-782-3227.

Application Deadline

Applications must be received by 5 p.m. on the proposal due date (listed above). Late or incomplete applications, will not be accepted.

Application Workshops

An orientation workshop will be held 3-4 weeks prior to the application deadlines. City staff will be on hand to share information and answer your questions. Groups planning to submit an application are strongly encouraged to attend.

GRANT APPLICATION

NEIGHBORHOOD MATCHING GRANT PROGRAM 2003

INSTRUCTIONS

Ten Steps to
Success

1. Identify an area within your neighborhood which is in need of improvements and meets the criteria for a matching grant.
2. Register your Neighborhood Organization/Homeowner's Association with the City of Chandler's Neighborhood Programs (480) 782-3214.
3. Read the Neighborhood Matching Grant Application Packet thoroughly.
4. Attend the Grant Seeker Orientation Workshop (City staff works with neighborhood leaders to work through preliminary ideas).
5. Choose a project(s) through a group discussion with either your entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many of your neighbors as possible in the selection and planning of the project.
6. Scout out/document matching funds/donated materials/ sweat equity, etc . . .
7. Apply for the Neighborhood Matching grant. You will be notified of the amount of the award. Next, notify your neighbors of the award.
8. Get your project started . . . Remember to document your project as you go, take lots of photos!
9. When your project is complete, submit your final project report.
10. Celebrate your success!



CITY OF CHANDLER NEIGHBORHOOD MATCHING GRANT PROGRAM GUIDELINES


Purpose

The purpose of the City of Chandler's Neighborhood Matching Grant Program (NMGP) is to enhance the role of citizens as full partners in setting goals within our neighborhoods.

The program is designed to assist neighborhood groups to strengthen the social network of their community while dealing creatively with important concerns. Grants are intended to spur small grass roots community efforts.


The NMGP provides neighborhood groups (voluntary neighborhood groups or homeowner's associations) with access to funds of up to \$5000.

Neighborhood Program Goals:

- Improve the aesthetics of the neighborhood and/or enhance the overall quality of life within the community.
 - Leverage City funds.
 - Stimulate resident-driven solutions.
 - Increase communication among neighbors.
 - Provide support and opportunities to develop leadership and organizational capacity.
- 



Eligibility Requirements



To be eligible for the program, applicants must be registered with Neighborhood Programs and be an organized neighborhood group - voluntary neighborhood group/ association or homeowners association (HOA). To register your neighborhood, please contact Neighborhood Programs at 480-782-3214 or visit our website at www.ci.chandler.az.us.

An organized neighborhood group is one which: held a neighborhood meeting with neighbors, voted at that meeting to form a neighborhood group and members are residents who live in the boundaries defined by the neighborhood on the attached registration form. (Note: these guidelines are for voluntary neighborhood groups, not HOA's).

Individuals, single businesses, social service groups, fraternal or religious groups, universities, and public agencies are not eligible. However, eligible neighborhood groups are encouraged to form partnerships with these ineligible groups to plan and implement collaborative projects.


An application must contain documentation that the neighborhood group representing the geographic location of the proposed project has reviewed the application and approves of the proposal.

What types of projects are not eligible:

- Enhancements that can not be viewed by the general public.
- Regular maintenance or repair projects to common property.
- Operating budgets of organizations.



Selection Criteria



An application is first reviewed by city staff for completeness and eligibility. Deficiencies will be noted and corrected by the applicant prior to submission to the city's NMGP Grant Advisory Panel. Currently, the panel is comprised of two members of the NAC and the city's Neighborhood Programs Administrator or his/her designee. After review by the panel, an application is forwarded to the full membership of the NAC that recommends approval to the Chandler City Council who has final authority to approve or deny a grant request. This process takes approximately six weeks for the application deadline.

Projects will be evaluated based on the following criteria:

- *Tangible Neighborhood Benefit: (30 points)*
Does the project enhance the aesthetics of the neighborhood and/or enhance the overall quality of life within the community?
- *Neighborhood Involvement/Participation: (35 points)*
Did residents living in the neighborhood initiate the project? How many people are involved in the project? How many people benefit from the project?
- *Budget and Neighborhood Match Information: (20 points)*
Information provided show budget details, well-documented match, and requested documentation and information regarding project. All applicants must demonstrate an economic need.
- *Project Readiness: (15 points)*
Information indicates that a plan has been developed to include a work schedule through completion, and commitment for project management and detailed accounting.



Project Examples



Projects must qualify as capital improvements.
Examples include, but are not limited to:

- playground and minor park improvements
- benches
- neighborhood entrance beautification
- neighborhood identification/entry signs
- painting/repair work
- tree planting
- landscaping
- neighborhood clean-ups
- public art
- welcome packets
- curbside access and enhancement

Note: Project funds cannot be used toward food.

Additional monies are available for neighborhood based training and newsletters. For more information, please contact Neighborhood Programs at 480-782-2218.





Grant Recipients Responsibilities



Technical Assistance

Technical assistance in applying for a grant and in completing grant activities will be provided. A grant seeker orientation workshop will be offered each grant cycle.

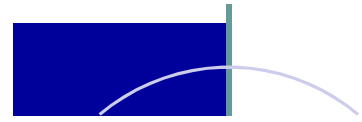
Project Team

The neighborhood group is required to form a project team with a minimum of three members who will be responsible for managing the project. The project team must include a designated project leader who will serve as the chairperson for the project and 1-2 persons responsible for assisting with implementing the project. It is also recommended that one team member serve as a historian or report coordinator to be responsible for documenting the project's progress for the interim and final reports.

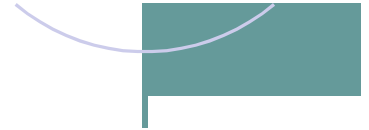
Project Updates and Completion

Once grant activities are completed, grant recipients will be expected to complete a report regarding outcomes and accomplishments. If the project takes more than 3 months to complete, a written project update is also required.

In addition, City staff will conduct project site visits and phone calls to provide support as needed. Pictures, newspaper clippings, and stories are encouraged, as they will be used to highlight and share successes of the NMGP. Projects must be fully completed within six months of the project start date. Upon completion of your project, the program coordinator and a selection committee member will make a site visit. In addition, you will be required to present your project to the Neighborhood Advisory Committee.



Financial Requirements



Applicants are asked to submit a proposed budget detailing a description of cost for the project. Projects require a dollar-for-dollar match for City funds awarded. Applicants must demonstrate financial need.

Traditional neighborhoods (non-HOA) projects require sweat equity, matching funds and/or capital materials totaling 50% of project costs. In certain circumstances and at the discretion of the city, the match requirement may be waived due to financial hardship. If a grant is awarded, the City will contact the proposed vendor or supplier to establish a method of payment for the material or service being supplied for the project. Therefore, applicants are expected to thoroughly plan their project materials and costs before the application is submitted.

Determining the value of the match: (please use the following criteria when figuring the match):

- Volunteer labor valued at \$10 per hour
- Donated professional services or skilled labor valued at the “reasonable and customary rate.”
- Donated materials or supplies valued at market cost
- Cash from neighborhood fundraising and pledges.

Homeowners associations are required to contribute a minimum of 35% of all costs budgeted for a project (unless able to demonstrate economic hardship). The other 15% of the match can be met using sweat equity, matching funds and/or capital materials.

For a neighborhood Group/HOA economic hardship is defined as placing such a burden upon the budget of the organization that it can be shown that participation will interfere negatively with the on-going operation of the neighborhood group/HOA. To establish whether economic hardship is relevant in the case of a homeowners association, the following documents must be submitted with an application:

- The current, approved association budget
- The current year-to-date association financials
- A copy of the association’s CC&R’s
- Minutes from the last two year’s annual meetings

City of Chandler Neighborhood Programs

Neighborhood Matching Grant Application

DATE COMPLETED: ____/____/____

NAME OF NEIGHBORHOOD	YEAR(S) ORGANIZATION HAS BEEN ACTIVE	REPRESENTS _____ (APPROX.) # OF HOMES
PRIMARY CONTACT FOR GRANT APPLICATION. MUST PHYSICALLY RESIDE IN NEIGHBORHOOD. (PLEASE PRINT)		
NAME _____ TITLE _____		
Chandler		
ADDRESS _____	CITY _____	ZIP _____
PREFERRED PHONE _____	ALTERNATE PHONE _____	E-MAIL _____

ADDITIONAL CONTACTS. AT LEAST TWO CONTACTS ARE REQUIRED.		
NAME _____ TITLE _____		
Chandler		
ADDRESS _____	CITY _____	ZIP _____
PREFERRED PHONE _____	ALTERNATE PHONE _____	E-MAIL _____

NAME _____ TITLE _____		
Chandler		
ADDRESS _____	CITY _____	ZIP _____
PREFERRED PHONE _____	ALTERNATE PHONE _____	E-MAIL _____

ORGANIZATION BOUNDARIES. IDENTIFY BY STREETS, INCLUDING WHICH SIDE OF THE STREET INCLUDED IN BOUNDARIES (I.E. SOUTH SIDE OF EAST GALVESTON ST.) PLEASE INCLUDE A MAP IF YOU HAVE IRREGULAR BOUNDARIES.	
NORTH: _____	SOUTH: _____
EAST: _____	WEST: _____

TYPE OF ASSOCIATION:	
___ Condominium / Townhouse Association	___ Mobile Home Park Association
___ Neighborhood Association	___ Homeowner's Association (HOA)
___ Neighborhood Block Watch	
___ Other: _____	

FUNDING REQUEST:
Amount of funds applying for: \$ _____
Cash match amount (if applicable) \$ _____
In-kind match amount (if applicable) \$ _____



PROJECT INFORMATION

Please briefly describe your project:

How was the project chosen? What process did you use to gather neighborhood support for the project (i.e. host neighborhood meetings, door-to-door surveys, etc.)?

What specific issue(s) are you trying to address with this project?



Project information (continued)

Please describe how the proposed project will benefit the neighborhood?

How will the neighborhood be involved in this project?

Who will be responsible for maintenance?

Has your neighborhood received grant money in the past? If so, please explain.

Where is the location of your project? Please identify dimensions and include a photograph of the site.

The project is located on: ☐ Public Right of Way ☐ Private Property

NOTE: If your project is located on private property, you will need to include written permission from the owner.



Project Plan and Timeline

[illegible]

Matching Grant & Expense Worksheets

Amount requested from the City of Chandler \$_____

In kind Donation (Includes cash donations, services, supplies, etc . . .)

Source	Description	Value/Amount
Volunteer Hours (Hours x \$10)		
Total		\$

Expense Worksheet

Item/Service & Description	Source	Estimated Expense (including tax)
Total		\$

Proposed Volunteer Hours	
1	
2	
3	
4	
5	
6	
7	
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Name of Volunteer	Phone Number	Task	Pledges Hours
Total Hours			